

MEMORANDUM

TO: Title III Directors
School Corporation Treasurers

FROM: Lauren Harvey, Assistant Director
Language Minority and Migrant Programs

RE: Title III Fiscal Procedures

DATE: February 19, 2008

In October 2007, the Office of English Language Acquisition (OELA), U.S. Department of Education, visited Indiana to conduct a monitoring review of the Title III program. As a result of this review, several changes to Title III fiscal procedures will occur. The following changes will be made:

Sub-grantee documentation of expenditures:

Title III sub-grantees must clearly document the purpose for activities and purchases charged to Title III funds (i.e., specific instructional materials or professional development). Starting with the 2008 Spring semester monitoring visits to Title III sub-grantees in April, the SEA will expand the fiscal review portion of on-site monitoring visit. The fiscal review will include an examination of local expenditures to ensure that the purpose for activities and purchases are clearly documented. Further, the fiscal review will provide an opportunity for technical assistance to ensure clarity of documentation.

Implementation: immediate

Allocation process:

The State must implement a procedure for distributing Title III funds to sub-grantees that minimizes the time elapsing between the SEA transfer of funds to the LEAs and the disbursement of those funds by LEAs. To minimize this time, Title III funds will no longer be sent to *all* sub-grantees in a single distribution. Sub-grantees receiving an allocation of more than \$25,000 will receive disbursements in four equal amounts in October, December, February, and April. Sub-grantees receiving less than \$25,000 will receive one disbursement in October since minimal time will elapse between these funds being sent to the LEA and the disbursement of the funds by the LEA.

Implementation: beginning in school year 2008-09

If you have any questions regarding these changes to Title III fiscal procedures, please contact Bev Smith, Fiscal Consultant, at (317) 232-0555 or (800) 382-9962. Thank you.